## Index

	Introduction	]
1	A word from the companies	3
2	Case studies	7
3	Companies	133
4	Readings	149
5	Interpreting data	189
6	Business letters	207
7	Getting a job	221
8	People	243
9	Financial reporting. Annual reports and financial statements	249
10	Bank operations	277
11	Export-import activities	285
12	Terminology exercises	293
13	Filling out forms	305
	Acknowledgments	329